

State of Hawaii  
Department of Labor and Industrial Relations  
Office of Community Services

**Addendum 1**

**12/27/2012**

**To**

**Request for Proposals**

**OCS LBR 903-10\_14**  
**Legal Services for Immigrants**  
December 27, 2012

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**ADDENDUM NO. 1**

To

**REQUEST FOR PROPOSALS  
LEGAL SERVICES FOR IMMIGRANTS  
OCS LBR 903-10\_14**

The Office of Community Services is issuing this addendum to OCS LBR 903-10\_14, Legal Services For Immigrants for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of December 14, 2012 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☐ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☒ is amended to January 22, 2013
- ☐ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☐ Amendments to the RFP.

If you have any questions, contact:

En Young

(808) 586-8675

[En.H.Young@hawaii.gov](mailto:En.H.Young@hawaii.gov)

830 Punchbowl Street, Rm. 420

Honolulu, HI 96813

Responses to Question Raised by Applicants  
For OCS LBR 903-10\_14, Legal Services for Immigrants

**1. Is the RFP deadline date (January 21, 2013) correct? Isn't that a holiday?**

January 21, 2013 is indeed Dr. Martin Luther King, Jr. Day. All RFP's with a due date of January 21, 2013 are amended to January 22, 2013.

**2. Is it prohibited to add a line item to our proposed budget for translation and interpretation?**

OCS places no restrictions on any applicants' budget proposals. However, applicants should bear in mind each proposal will be evaluated on reasonableness of costs, capacity of the agency, and responsiveness of proposed services to the solicitation.

**3. Does the phrase "number of cases" refer to individual legal matters or a single client, regardless of the number of legal issues addressed? For example, if our agency assists a single client to resolve multiple, distinct legal problems (e.g., eviction defense, domestic violence, and employment), is this counted as three "cases" or a single "case?"**

Our intent is to serve as many people as possible. Based on recent data and needs assessments, OCS' proposed funding will not be sufficient to provide services for all who are in need. Therefore, we would like to apply the funding as evenly as possible. However, the applicant is free to propose any service treatment methodology they believe is beneficial, and must substantiate this in their proposal.

**4. Given that attorneys are bound by strict rules of professional conduct regarding client confidentiality, are there alternative methods for contract monitoring and evaluation? Most attorneys would be unable-and would jeopardize their licensing- to reveal client names, intake information, etc. Is OCS willing to work with legal service providers under this RFP to identify alternate methods for contract monitoring and evaluation to preserve the legal standards for client confidentiality?**

OCS has worked with numerous Legal, Medical, and other clinical providers in the past and is aware of confidentiality laws, policies and procedures. However, contract monitoring and evaluation and confidentiality are not mutually exclusive concepts. For example, many medical institutions as well as our own providers code files so as not to reveal any personal information while making the treatment and service information accessible for others.

All contractors, service providers, and vendors working with the State must remain accountable to taxpayers and services rendered must be provided in a way that can be documented and verified. In Human Services, this often means direct client contact and interviews for verification purposes.

As Section 2.2, **Contract Monitoring and Evaluation**, states throughout, each monitoring area “*may include*” the listed recommended activities. Contract Monitoring and Evaluation activities will be negotiated and decided upon award.